

Management System: Safety and Health

Subject Area Description: Emergency Management and Continuity of Operations

Policy: EMCBC All Hazards Work Reporting/Commuting Policy

Management System Owner: Office of Technical Support & Asset Management

Secondary Management System Owner: Human Resources Advisory Office

Subject Matter Expert: Tim Marcus

Issue Date: 12/30/15

Revisions: 0

1.0 Purpose

The following policy applies to all hazardous or disruptive conditions and situations which prevent or significantly hinder Environmental Management Consolidated Business Center (EMCBC) Federal employees from reporting to work on time or which require the office to close because of adverse conditions.

2.0 Scope & Applicability

This policy applies to all full and part-time employees assigned to the EMCBC located in Cincinnati, OH, including EMCBC employees who are duty stationed at various nearby sites within the Greater Cincinnati area. EMCBC serviced sites may elect to adopt this policy for conduct of their business.

3.0 General Information

Responsibilities for establishment and implementation of this policy include:

EMCBC Director	<ul style="list-style-type: none">▪ Making decisions regarding EMCBC office closure and notifying managers/supervisors of such decisions; and▪ Authorizing implementation of Unscheduled Leave/Unscheduled Telework policy.
EMCBC Supervisors/Managers	<ul style="list-style-type: none">▪ Ensuring employees are notified when the office is closed, including during the normal business day when early dismissal is warranted;▪ Granting (at their discretion) a reasonable amount of excused absence, if appropriate, for circumstances such as reporting

	<p>delays or early departures caused by inclement weather;</p> <ul style="list-style-type: none"> ▪ Allowing Unscheduled Leave/Situational Telework during times of severe inclement weather; ▪ Ensuring telework is not permitted without completion of the required training and without an approved telework plan; and ▪ Approving change in tour of duty or change in Alternate Work Schedule (AWS) day off if it hasn't already occurred during the pay period.
EMCBC Employees	<ul style="list-style-type: none"> ▪ Determining whether the EMCBC offices are open by contacting the EMCBC inclement message line (513-246-0500), accessing the EMCBC Remote Mail Server from their home computer and/or contacting their supervisor; ▪ Recognizing that all hazards (i.e. inclement weather, man-caused contingencies) have the potential to impact their commute to or from work. This requires assessing travel conditions and determining when or if they should proceed to or depart from work; ▪ First and foremost, placing personal safety above on-time arrival at (or early departure from) work when faced with such decisions while commuting, applying utmost caution and common sense (e.g., leave home earlier and drive slower); ▪ Communicating with their supervisor to notify them of their situation, including (as appropriate) their intention to use annual leave, compensatory time off/compensatory time off for travel, sick leave, as appropriate; or Leave Without Pay (LWOP) in accordance with the Unscheduled Leave policy, or request approval to change their tour of duty for the day, or change their AWS day off if it hasn't already occurred during the pay period; ▪ Notifying their supervisor of intent for utilizing Situational Telework via the Flexiplace Accomplishment Tracking System (FATS) if all telework training is completed and a Situational telework plan has been approved; ▪ Submitting an electronic leave request via ESS for approval upon return to work; and ▪ Properly coding Time and Attendance (T&A)

Closing the office will only be done under the most extreme conditions and generally in coordination with local governments and/or the Greater Cincinnati Federal Executive Board. Closures are meant to aid local government response and recovery during the event based operations such as snow removal, debris removal, law enforcement investigation, etc.

The following will be used to communicate EMCBC office closures:

- If an event develops during the normal business day and an early dismissal is warranted, it will be announced through the supervisory chain-of-command and e-mail.

- If an event develops during off duty hours, the office closure will be announced by multiple means that include:
 - Call the EMCBC telephone main directory by dialing (513) 246-0500 and pressing the star (*) key during the delivery of the options, callers will then be routed to the voicemail hosting the message system; or
 - Access EMCBC Remote mail from their home computers by going to <https://www.emcbc.doe.gov/remote/> and logging into remote system; or
 - Reviewing email received via DOE issued handheld device (iPhone or Blackberry).

In cases when the office is operational and weather emergencies or other disruptive events have been declared in other nearby geographic locales within the EMCBC commuting area, the EMCBC will operate under an Unscheduled Leave and Situational Telework policy in accordance with the roles and responsibilities established in Section 3. In this case, employees may use leave, as appropriate, or request approval to change their tour of duty for the day (e.g. scheduled telework day), or request Situational Telework, or change their AWS day off if it hasn't already occurred during the pay period.

In addition, at their discretion, supervisors may grant a reasonable amount of excused absence to employees who are unavoidably delayed in arriving to or who desire to depart early from work. Employees are responsible for communicating with their supervisor to notify them of their situation, including (as appropriate) their intention to use leave or telework in accordance with the Unscheduled Leave and Unscheduled Telework description as described in this policy. Employees' decisions regarding commuting to and from work under these circumstances should place personal safety above all other considerations.

4.0 Exhibits

4.1. Requirements

- 4.1.1 *Title 5, United States Code, Chapters 61 (Hours of Work) and 63 (Leave)*
- 4.1.2 *CFR, Parts 610 (Hours of Duty) and 630 (Absence and Leave)*
- 4.1.3 *U.S. Office of Personnel Management, Unscheduled Leave Policy*
- 4.1.4 *DOE Order 322.1C, Pay and Leave Administration and Hours of Duty*

4.2. References

- 4.2.1 *PO-HRAO-322-02, EMCBC Policy on Telework – Under Review*
- 4.2.2 *PD-HRAO-322-03, EMCBC Program Description on Telework – Under Development*
- 4.2.3 *PP-OTSAM-150-01, EMCBC Continuity of Operations Plan (OUO)*

5.0 Definitions - See the Definitions link of the Management System Description Main Page

EMCBC RECORD OF REVISION

DOCUMENT TITLE: EMCBC All Hazards Work Reporting/Commuting Policy

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Initial Document	All	12/30/15